

Inspection report

Hatton Playgroup Day Care of Children

Village Hall
Station Road
Hatton
Peterhead AB42 0RX

Inspected by: Phyllis Gentle
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 15 May 2006

Service Number

CS2003002552

Service name

Hatton Playgroup

Service addressVillage Hall
Station Road
Hatton
Peterhead AB42 0RX**Provider Number**

SP2003000428

Provider Name

Hatton Playgroup

Inspected ByPhyllis Gentle
Care Commission Officer**Inspection Type**

Unannounced

Inspection Completed

15 May 2006

Period since last inspection**Local Office Address**Johnstone House
Rose Street
Aberdeen
AB10 1UD

Introduction

Hatton playgroup is a voluntary sector group operated by a committee of parents who employ a manager and staff. Parents are invited to participate by helping out on rota duty and serving on the committee.

The playgroup provides sessional care for up to 24 children aged three to those not yet attending primary school.

The playgroup is in partnership with Aberdeenshire Council to provide commissioned places for children in their anti-pre and pre-school years.

The main aim of the playgroup is "to provide children with a safe and happy environment, where they can meet new friends, and have lots of fun".

Basis of Report

This report was written following an unannounced inspection by one Care Commission Officer. The inspection took place between 9am and 12.05pm and 1.05pm and 5.00pm on 15 May 2006. Time was spent in discussion with the Chairperson of the Management Committee, Manager and 3 staff.

Prior to the inspection, the Care Commission used the regulatory history of the service to assess the type of inspection merited. The service had a history of compliance, but there had been changes to the committee, management and staff since the last inspection.

The inspection focused on the section of The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, Statutory Instrument 114 and specific aspects of the following National Care Standards. These included child protection, healthy eating, the national toothbrushing scheme, knowledge of the Scottish Social Services Council and safe recruitment practices.

Standard 1: Being welcomed and valued.

Standard 3: Health and Wellbeing.

Standard 4: Engaging with Children.

Standard 7: A Caring Environment.

Standard 9: Involving the community.

Standard 10: Involving Other Services.

Standard 12: Confidence in Staff.

A range of records, policies and procedures were examined at the time of inspection, these are discussed within the body of the report.

Feedback was provided to the Manager and staff at the end of the inspection.

Action taken on requirements in last Inspection Report

Five recommendations were made in the last inspection report. All of these had been met or progressed and are reported on in the body of the report.

Comments on Self-Evaluation

The self evaluation document was submitted on-line.

View of Service Users

The children were observed to be happy and confident in the care of the staff.

View of Carers

Five Care Commission questionnaires were received. All were "very happy" overall with the quality of the service received. One praised the voluntary work of the committee. One would welcome a system for "more regular formal feedback". Parents picking up children were spoken with as a group. They commented on the the good communication with staff. There was also general discussion about the new nutritional guidelines and snack time. This is reported on further under Standard 3.

Regulations / Principles

National Care Standards

National Care Standard Number 1: Early Education and Childcare up to the age of 16 - Being Welcomed and Valued

Strengths

Written information about the playgroup was available for parents/carers. An information leaflet had been developed and a range of policies and procedures were in place.

Staff were observed welcoming children and parents/carers into playgroup. There were opportunities for parents to be involved with the running of the group through assisting with rota duties, fund raising and serving on the committee.

Areas for Development

There were no areas for development noted at this inspection.

National Care Standard Number 3: Early Education and Childcare up to the age of 16 - Health and Wellbeing

Strengths

Child protection procedures were found to be in place. The playgroup had a copy of the North East of Scotland Child Protection Committee Guidelines and there was evidence that these had been followed.

The Manager and most staff advised that they had completed child protection training as part of their national qualifications. One member of staff had also recently updated her training. Procedures had been put in place specifying what to do if a child was absent from the service without the playgroup being notified.

Healthy snacks were provided with fruit or vegetables available most days. As recommended in the nutritional guidance only milk and plain water were offered as drinks, however, parents had the option of providing juice if preferred.

Following a recommendation made at the last inspection the staff were providing a flexible snack system. They advised that this had been developed to give children opportunities to help with preparation and to make choices. The Care Commission Officer observed the snack time and spoke with parents. Most parents preferred the new system, however, some did not. The flexible snack system was observed to allow small groups of children to communicate with each other and staff with little disruption to the pace of the session. The Manager planned to monitor this practice and continue to consult with staff, parents and children.

One recommendation made at the last inspection to further develop the use of the outdoors had been progressed. There was evidence that children had been planting and growing and had been taken for walks in the area to increase their knowledge and understanding of the world around them.

The playgroup staff intended to take part in the national tooth brushing scheme. Contact had already been made with the co-ordinator and toothbrushes and equipment received. The Manager advised that the scheme would commence as soon as staff had received the appropriate training.

At the last inspection it was recommended that radiators and associated pipe work in both playrooms should be guarded. It was noted that these measures had been put in place.

Areas for Development

It is recommended that staff update their child protection training. (Recommendation 1).

The child protection policy should be made available to parents by displaying on the noticeboard or/and including in the parent's information leaflet.

Although the playgroup staff had been proactive in using Adventures in Foodland for menu preparation the latest best practice guidance, the nutritional guidance for early years; food choice for children aged 1-5 in early education and childcare settings may be useful for further development of the service.

Infection control procedures were displayed in the kitchen and the parent on rota duty was observed maintaining safe practice whilst preparing food. It was recommended that paper towels were used after hand washing to prevent the risk of cross infection and that written procedures are amended accordingly. (Recommendation 2).

Procedures for the administration of medication were found to be in place. These should be reviewed to add the strength of medication to the permission slip and record of administration. Permissions for medication should be reviewed with parents/carers every 28 days.

National Care Standard Number 4: Early Education and Childcare up to the age of 16 - Engaging with children

Strengths

Standard 4 was inspected fully at the last integrated inspection. The new guidance Birth to 3 was being used as a focus for this inspection. As the playgroup did not have children in this age range only element 4.4 was looked at.

The Care Commission Officer was shown evidence that assessment information and agreed strategies were being used to plan the next steps in children's learning, where appropriate, as recommended at the last inspection. With the support of the development worker planning had also been developed further and staff had started to evaluate the work of the playgroup with particular emphasis on the curriculum. These recommendations will be examined further at the next integrated inspection.

Areas for Development

There were no areas for development noted at this inspection.

National Care Standard Number 7: Early Education and Childcare up to the age of 16 - A Caring Environment

Strengths

Parents and carers were provided with written information about the service. A booklet had been produced and some policies and procedures were displayed on the noticeboard. The complaints procedure was readily available to parents. They were included in the information leaflet and displayed in the playroom. There was evidence that the procedures were understood by committee and staff.

Areas for Development

Although the Manager and staff were aware of their responsibilities the written procedure had not been amended since a new Manager had been appointed. The complaints procedure should be reviewed to add the new Manager as the contact. (Recommendation 3).

National Care Standard Number 9: Early Education and Childcare up to the age of 16 - Involving the Community

Strengths

The playgroup is a community group which is situated in the village hall. It has close links with the nearby primary school. The playgroup had been granted use of an enclosed outdoor area developed for the benefit of the whole village. There was evidence of walks and visits in the locality.

Areas for Development

There were no areas for development noted at this inspection.

National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services

Strengths

At the last inspection it was reported that individual educational programmes needed to show more clearly the needs of children, the short and long term goals and the plans for review. Examination of a care plan evidenced that this had been progressed.

The playgroup had developed links with other services and agencies. Children in their pre-school year had playgroup sessions within the feeder primary school and there had been visits from a range of health professionals including the health visitor and educational

psychologist.

Capability Scotland and Social Work had provided support workers and the playgroup had the support of development workers from Aberdeenshire Council Pre-school Development Team and the Scottish Pre-school Play Association.

Areas for Development

There were no areas for development noted at this inspection.

National Care Standard Number 12: Early Education and Childcare up to the age of 16 - Confidence in Staff

Strengths

A percentage of staff files were looked at to ensure that safe recruitment practices were in place. The procedures for checking regular members of staff were found to be appropriate, however, the full range of checks had not been completed for a temporary staff member.

The Manager and most staff were aware of the Scottish Social Services Council (SSSC) and its codes of practice and qualification criteria. Copies of the codes had been ordered for distribution to all staff. All permanent staff held qualifications at practitioner level.

The adult to child ratios were observed to meet the conditions on the registration certificate.

Areas for Development

The service should recruit and select staff and volunteers through a process that takes account of safe recruitment practices. To ensure consistent practice written procedures should be developed to ensure the safe recruitment of staff and regular volunteers. These should include enhanced disclosures, checks with previous employer, taking up references, declaration or evidence of physical and mental fitness and evidence of skills, experience and qualifications. Professional registers should be checked where appropriate and the SSSC register, once it is fully operational. (Requirement 1).

The playgroup policy on recruitment of ex-offenders should be amended to ensure that section 5 relating to disclosures reads as enhanced disclosures.

All staff should be provided with copies of the SSSC Code of Practice and staff made aware of their implications and the qualifications criteria for registration with SSSC. (Recommendation 4).

Enforcement

There had been no enforcement action.

Other Information

There was no other information recorded.

Requirements

1. The service should recruit and select staff and volunteers through a process that takes account of safe recruitment practices. This is in order to comply with:
SSI 2002/ 114 Regulation 9 (1) - a requirement to ensure the safe recruitment of staff.
Timescale for implication: within one month of the publication of this report.

Recommendations

1. Staff should update their child protection training. National Care Standards Early Education and Childcare up to the age of 16, Standard 3 - Health and wellbeing.
2. Paper towels should be used in the kitchen and the infection control procedures amended accordingly. National Care Standards Early Education and Childcare up to the age of 16, Standard 3 - Health and wellbeing.
3. The complaints procedure should be reviewed to add the new Manager as the contact. National Care Standards Early Education and Childcare up to the age of 16, Standard 7 - A caring environment.
4. All staff should be provided with copies of the SSSC Code of Practice and staff made aware of their implications and the qualifications criteria for registration with SSSC.

Phyllis Gentle

Care Commission Officer